

Our intention is to have in-person meetings going forward. We will hold meetings at 300 Bliss Avenue. This in-person location will meet the legal requirement for our open meetings. We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**City of Stevens Point
Airport Commission
September 12, 2022 - 12:30 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting URL to connect: <https://us02web.zoom.us/j/82026885705>

Dial in number: (303) 715-8592

Meeting ID: 820 26885705

(or immediately following previously scheduled meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of Minutes
3. Approval of Department Claims
4. Written/Verbal Report - *Jason Draheim*
5. Adjournment.

The next Airport Commission meeting will be Monday, October 10, 2022 immediately following the Board of Water & Sewerage Commission Meeting.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the Director as soon as possible to ensure a reasonable accommodation can be made. The Director can be reached by telephone at (715) 345-5260, or by mail at 300 Bliss Avenue, P.O. Box 243 Stevens Point, WI.

Copies of resolutions, reports and minutes of the Airport Commission Meetings are on file at the Administrative Office of the Water and Sewerage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
August 8, 2022 - 12:00 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting URL to connect: <https://us02web.zoom.us/j/82026885705>

Dial in number: (303) 715-8592

Meeting ID: 820 26885705

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Mae Nachman, and Anna Haines

EXCUSED ABSENCE: Ray Schmidt and Carl Rasmussen

ALSO PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Craig Czaikowski, Eric Southworth, Jason Draheim, Jaime Zdroik and Jodi Dobson of Baker Tilly

2. Approval of Minutes

Motion made by Anna Haines, seconded by Mae Nachman to approve the July 11, 2022 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Anna Haines to approve the department claims for the month of July 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. 2021 Audit Presentation

Jodi Dobson of Baker Tilly presented the 2021 audit.

Operating revenues increased in 2021. There was a decrease in depreciation expense due to some of the assets becoming fully depreciated in 2021. The Airport has a little over 9 months cash on hand and that has been relatively stable the last 3 years. So overall, the Airport is in good financial position.

Motion made by Anna Haines, seconded by Mae Nachman to approve the 2021 Audit completed by Baker Tilly.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Jason stated the fence project is getting close to completed. We should have some of the electrical and gate items we have been waiting for by the end of the month.

There have been some concerns about the possibility of wildlife being trapped on Airport property once the gates are closed. They are working with the USDA and the Bureau of Aeronautics on a wildlife mitigation plan to remove wildlife from the premises.

The reconstruction of runway 321 is in full swing and the project is on track. The Airport will be in full closure on August 18 through the early part of September or 15 working days to complete the two intersections of the runways.

6. Adjournment.

Motion made by Anna Haines to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:08PM

REPORT TO THE SEPTEMBER, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of August 1, 2022

\$ 247,899.03

Bank deposits recorded in August 2022

\$ 42,448.63

\$ 290,347.66

CHECKS ISSUED IN AUGUST 2022

2575	AT&T	Phone Charges	2.90		
2576	Stevens Point Public Utilities	Grounds Maintenance	1,762.46		
2577	City of Stevens Point	Insurance, retirement & fuel	11,158.99		
2578	City of Stevens Point	Workers Comp Insurance Premiums	299.93		
2579	Donna's Cleaning Service	Cleaning Service	175.00		
2580	Titan Aviation Fuels	Fuel purchase	29,977.25		
2581	Mastercard	Rug service, office supplies & parts	1,911.90		
2582	Heartland Business Systems, LLC	Microsoft 365 Monthly License	32.00		
2583	CDW Government	UC Upgrade, Split Palo Alto Implementation	219.34		
2584	Heartland Business Systems, LLC	ESRM Monthly Service, Monthly Managed Services	118.72		
2585	WiscNet	10G Connection Charge	63.16		
EFT	Payroll	8/4/2022	4,302.33		
EFT	Payroll	8/18/2022	3,834.49		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	1,538.77		
	WI Dept of Revenue	Fuel Tax	335.40		
	IRS	Payroll Taxes	2,709.98		
	WI Dept of Revenue	Payroll Taxes	454.96		
TOTAL EXPENSES LISTED			\$ 58,968.96	\$	58,968.96
BALANCE ON HAND AUGUST 31, 2022				\$	231,378.70

Balance on Hand	\$ 231,378.70
Plus checks written after end of month	
Plus uncleared checks	\$ 401.22
Less checks previously written clearing this month	\$ (40,109.25)
Ending Cash Balance matching Bank Statements	\$ 191,670.67

August 2022

Airport Activity

- Perimeter fence construction in progress.
- Reconstruction of Rwy 03/21 in progress.
- Full Airport closure August 18th – Sep 12th.

Previous Yr. / Present Yr. aircraft movements recorded during business hours.

<u>2021</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2022</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	155	155	January	218	218
February	121	276	February	205	423
March	180	456	March	224	647
April	212	668	April	282	929
May	301	969	May	344	1273
June	334	1303	June	402	1675
July	680	1983	July	518	2193
August	412	2395	August	128	2321
September	514	2909	September		
October	492	3401	October		
November	401	3802	November		
December	418	4220	December		
Total	4220		Total	2321	
Average	352		Average	290	
High Mo.	680		High Mo.	518	
Low Mo.	121		Low Mo.	128	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2021</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2022</u>	<u>100LL</u>	<u>Jet-A</u>
January	498.45	714	January	917.54	1723.3
February	466.25	1399	February	414.07	3559.4
March	821.86	2836.1	March	1094.71	2252.6
April	859.72	3402.1	April	1403.82	3626.1
May	1040.59	2947.1	May	2263.28	2234.5
June	1494.35	2324.7	June	2492.9	4084
July	3525.46	5554.2	July	4629.64	960.7
August	1662.38	3601.3	August	820.91	427.2
September	3323.71	5274.6	September		
October	2331.61	6257.5	October		
November	1894.51	2706.6	November		
December	1414.39	3850.2	December		
Total	19333.3	40867.4	Total	14036.9	18867.8
Average	1611.11	3405.617	Average	1754.61	2358.48
High Mo.	3525.46	6257.5	High Mo.	4629.64	4084
Low Mo.	466.25	714	Low Mo.	414.07	427.2

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 21 Individuals interested in basing aircraft at Stevens Point Municipal should space become available.*

Aircraft Rentals/Instruction Given

N/A

Airport Maintenance/Projects (Proposed/Completed)

- *Fuel System filter changes and meter calibration current.*
- *Vehicular tank meter (VTM) licenses current.*
- *MALSR (Medium Intensity Approach Lighting) LED pilot project in progress.*
- *Seasonal maintenance on airfield lighting system in progress.*

This report was completed by Jason Draheim. Questions concerning the report or any other related issues can be answered by contacting Jason Draheim by telephone at 715.345.8993, or by e-mail, jdraheim@stevenspoint.com.

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: August **Year:** 2022

(neg difference = fuel gained)
(pos difference = fuel missing)

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>	<u>Invoiced Gallons Received</u>
<u>Prev. Month Jet-A Truck Quantity</u>	N/A	1931	N/A	
<u>Prev. Month Qty</u> (veeder-root)	5696	1703	9330	
<u>Purchases</u> (+)	0	7943		
<u>Sold</u> (-)	820.91	427.2	1248.11	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	4870.09	11144.8	8071.89	
<u>Month End Jet-A Truck Quantity</u>	N/A	1635	N/A	
<u>Month End Qty</u> (-) (veeter-root)	4856	9508	15999	
<u>Difference</u> (=)	14.09	1.8	15.89	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<u>Tax exempt Gal.</u> (includes used gals)	0		0

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	57.78	105.99
This month end temp:	68.6	69.2
This month end meter:	4856	9508 (tanks only)
Prev month end inches:	65.63	26.72
Prev month end temp:	72.2	71.7
Prev month end meter:	5696	1703 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	5696	9508
Inventory Value:	<u>\$ 31,214.08</u>	<u>\$ 55,146.40</u>
Total Inventory Value:	<u>\$ 86,360.48</u>	